

From,

Date:14-02-2023

Hrishikesh.G. Palekar

4MK21CS017

3rd Sem

To,

HOD

Dept of CSE

MIT Kundapura

Respected Sir,

Subject: Request for one day leave.

Dear Sir.

I am Hrishikesh student of 3rd Sem computer science department of Moodlakatte Institute of technology college Kundapura. With due respect, I am writing this request letter to apply for one day of casual leave. After so many days I am going to visit my native place to see my parents.

So I request you to kindly sanction me for the leave on 15 February 2023. I hope you understand my situation and will compromise over this leave. I will be very grateful to you for considering my request.

Thanking You

Your Faithfully